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9 February 1956

MEMORANDUM FOR: Head of Clandestine Services Career Service
ATTENTION: Secretary, Clandestine Services Career Service Panel
SUBJECT: Report on Individual Career Development Planning
Program

1. The CIA Career Council has scheduled for its next meeting a presentation and analysis of what is being done in the various Career Services on the subject of Individual Career Development Plans.
2. Reports from Heads of the various Career Services on individual career planning programs established in their Services and on current activities to implement such programs will be compiled or summarized and placed on the agenda of the next Career Council meeting.
3. For the sake of uniformity, it is requested that the following data be included in the above-mentioned reports:
 - a. Copies of Office, Staff, or Career Service notices or other issuances which establish individual career planning programs for persons in the respective jurisdictional areas.
 - b. A statement of procedures for the preparation, review, approval, revision, and implementation of Individual Career Development Plans, if this information is not covered in the Office, Staff, or Career Service issuance (s) submitted.
 - c. Statistical data including the following:
 - (1) Number of Plans currently completed.
 - (2) Number of Plans currently in process, and
 - (3) Number of Plans scheduled for processing.

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d. Pertinent data regarding requirements or practices followed in the preparation of Individual Career Development Plans in regard to:

- (1) Groups or categories of persons required to prepare Plans,
- (2) Groups or categories of persons not required to prepare Plans,
- (3) Groups or categories of persons not included in the individual career planning program, and
- (4) What are the criteria for determining the priority or sequence by which Plans are processed? Some of these might be grade level, whether the individual is a member of the CIA Career Staff or not, length of service in the Agency, whether a major change in status such as reassignment, promotion, completion of overseas tour of duty, etc.. "triggers" the initiation of the Plan.
- (5) Maintenance of completed Plans.

4. It is requested that subject report be addressed to the Chairman, CIA Career Council and forwarded to the Executive Secretary, CIA Career Council, Curie Hall, Room 2304, as soon as possible, but no later than 17 February 1956.

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Executive Secretary
CIA Career Council

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